

DEMOBILIZATION OF FOOD UNIT

7532

(Revised 1996)

The following are procedures that the Food Unit leader should accomplish during the demobilization process.

DEMOBILIZATION CONCEPT FOR THE FOOD UNIT

7532.1

(Revised 1996)

1. The Logistics chief will brief the Food Unit leader on the Demobilization Plan.
2. The Food Unit will also be demobilized.
 - a. The unit may be the last to leave the incident.
 - b. All documents will be correctly submitted to the proper units.
 - c. Request retrograde for all unused or excess supplies.
3. The Food Unit leader will need to brief subordinates on the following:
 - Demobilization Plan.
 - Priorities for release.
 - Demobilization procedures.
 - Required documentation.

CLOSING DOWN THE FOOD UNIT

7532.2

(Revised 1996)

1. Coordination is required between the Food Unit, Facilities Unit and Ground Support Unit leaders and the Planning Section.
2. The Food Unit must be notified of any additional personnel arriving at the incident base (personnel from closed camps or arriving for rehabilitation).
3. Ensure maximum use of foodstuff in the unit with a minimum amount of excess food at the close of the unit. This is especially important when using a contract catering service. A lead time of 24 hours notice is the minimum that should be given to the Food Unit for kitchen shut down.

4. Take an inventory that will account for the disposition of all excess food and materials (retrograde).
5. The Food Unit leader must prepare a list of anticipated demobilization tasks:
 - What equipment can be returned.
 - What supplies are surplus.
 - Which personnel are surplus.
 - Inventories.
 - Equipment collected from all off-site feeding locations.

RETURNING FOOD UNIT AREA TO PRE-INCIDENT CONDITION 7532.3 (Revised 1996)

1. Check on any departmental regulations.
2. Assign personnel to clean up and rehabilitate the area.
3. Document unusual conditions that could lead to claims or lawsuits.
4. Remove all kitchen waste in compliance with local health regulations.
5. Inspect the unit site with the land owner, Logistics chief and Facilities Unit leader.

RELEASE TO DEMOBILIZATION UNIT OF PERSONNEL ASSIGNED TO THE FOOD UNIT 7532.4 (Revised 1996)

1. Prepare a list that shows resources (type, quantity, location, name, home unit and requested time of release).
2. Make sure that the Food Unit can close down within the time frames that are in the Demobilization Plan.
3. Prepare personnel evaluations in advance of release and review them with each employee.
4. Notify the Logistics chief when the Food Unit is ready for closure.

UNIT LOG

7532.5

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The Unit Log (ICS 214) must be initiated at the time the Food Unit leader arrives on the incident. The Food Unit leader will keep the Unit Log up to date and turn it in to the Service Branch director or Logistics chief at the end of each operational period. Some of the items that could be included in the unit log are:

- Food Unit staffing.
- Major situation changes.
- Number of personnel fed at each meal.
- Daily menus and quality of food.
- Cost per meal.
- Any major problems in the delivery time of food (long chow lines).
- Total time to serve a meal.
- Attach a current inventory of all items in the Food Unit.

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